

CALL TO ORDER: Supervisor Julian called the regular meeting of the Kasson Township Board to order at 7:00 pm, with the Pledge of Allegiance.

ROLL CALL: Members Present: Greg Julian – Supervisor, Dana Boomer - Clerk, Julia Carter – Treasurer, Roger Noonan – Trustee, Tad Carter - Trustee
Member(s) Absent: None
Staff Present: Sheree Nelson, Tim Cypher

AMENDMENTS TO AGENDA – The board briefly discussed the agenda. **Noonan moved to approve the agenda as presented. J. Carter seconded. All in favor, motion carried.**

PUBLIC COMMENT: None

MINUTES – The board discussed the minutes from the regular meeting on July 13, 2021. **Noonan moved, J. Carter seconded to approve the July 13, 2021 regular meeting minutes as presented. All in favor, motion carried.**

PERTINENT COMMUNICATIONS: None

PRESENTATION: None – The Leelanau County Road Commission was scheduled to present, but the LCRC asked for additional time. Julian will advise when a presentation is scheduled.

FINANCIAL REPORTS:

- a) **TREASURER’S REPORT:** J. Carter presented the treasurer’s report to the board. Receipts total \$219,431.10. Disbursements \$267,186.56. Balance \$341,639.69. Boomer and J. Carter stated that the clerk’s books and treasurer’s books are in balance.
- b) **BUDGET REPORT:** Boomer and Nelson presented the budget report through July 2021. The board briefly discussed.
- c) **BILL APPROVAL** – Boomer and Nelson presented the updated check detail. The board briefly discussed. **J. Carter moved to pay the bills as presented; seconded by Noonan. All in favor, motion carried.**

UNFINISHED BUSINESS:

- a. **Cemeteries** – Boomer reported that there should be an update on the surveying of the East Kasson Cemetery in September. Don Drabik has presented a design for new cemetery signs, and a quote for \$515, not including installation. **Noonan moved to approve the \$515 to Drabik for the design and printing of the signs, and to contract with Bob Underwood for the installation of the signs. T. Carter seconded. All in favor, motion carried.** Julian spoke with Complete Outdoor regarding the cleanup of the recently cleared area at the Kasson Cemetery. The board discussed methods for stump removal and cleaning. The board is concerned about erosion if all stumps are removed at the same time, so some sort of longer timeline for removal may be

needed. The board briefly discussed vegetation maintenance at the East Kasson Cemetery; this discussion will be continued after the survey is completed.

- b. Federal American Rescue Plan Act** – Boomer has finalized the filing for the ARPA funding. There is a requirement to have a federal procurement conflict of interest policy in place to receive the funding. Boomer presented a draft, received from the MTA (see attached). The board discussed. **Noonan moved, J. Carter seconded to approve the draft conflict of interest policy as presented. All in favor, motion carried.**
- c. Mining/Gravel Legislation** – Julian reported the House is on summer recess, and will be back later in August. Julian continues to be in contact with Grier and contacts with the House of Representatives on this issue. Julian will report further when the House is back in session.
- d. Other Unfinished Business** - None

NEW BUSINESS –

- a. Street Closure Request** – The Cedar Polka Fest is proposing to close several roads in Kasson Township for a period not to exceed 90 minutes on the morning of August 28. The route will run from downtown Cedar out Bellinger Road to Novak Road to Valley Road, back to Bellinger Road and then back into Cedar. The loop portion from the intersection of Bellinger and Valley will be in Kasson Township, while the out-and-back on Bellinger is in Solon Township. There are currently 116 runners signed up, with more expected in the leadup to the event. The Sheriff's Office recommends road closure, not to exceed 90 minutes. Deputies will be posted at Maple City Road and Tower Road, and Valley Road and Kasben Road, to re-route traffic. Representatives from the Polka Fest stated that the recommendation from the Sheriff's Department to close the road happened last week – that is why the request is so last minute. They are already planning a different route for next year, but cannot change the route for this year. The original plan was to have the road remain open except when runners needed to cross the road, but they want to comply with the sheriff's request for full closure. **Noonan moved to approve the requested street closure for not more than 90 minutes. T. Carter seconded. All in favor, motion carried.**
- b. Sound Engineer Proposal** – There has been a proposal received for a sound engineering study for the Lively Project on M-72. There was an escrow set for sound engineering for the Lively Project, set by the Planning Commission. Cypher covered the history of the project. The escrow account is currently \$5500, which was intended to cover both legal and engineering costs. The board discussed – they do not wish for the township to pay for this, so it must come from the Lively escrow account. **Noonan moved to approve the sound study for the Lively Project, contingent upon the approval of the Planning Commission and upon all fees associated with the project being paid through the Lively escrow account. Boomer seconded. All in favor, motion carried.** Any work that may move into a larger project regarding sound in the township as a whole will need to be brought back to the board for approval.
- c. GLA Annual Contribution** – The Glen Lake Association has requested an annual contribution of \$1500. The board discussed. Last year guidance was received that general contributions to non-profit associations from townships was not allowed, unless the township would otherwise be contracting for the service. As Kasson Township has no public frontage on the Glen Lakes, the township would not contract for invasive species and water quality research on the lakes, and

has not been given information on specific items the money would be spent on. Projects that directly affect the township may be considered, if a line-item proposal is received.

d. Other New Business - None

CAPITAL PROJECTS – EXPLORATION

- a. Maple City Sidewalks** – No changes. The board briefly discussed; contact with the Road Commission has been minimal this summer.
- b. Broadband** – Natalie Wilson reported that on technical advisory committee. The Rural Internet Broadband Survey by the county is almost completed; Wilson has been told it will be done by the end of the month. The plan is to have the survey contractor make a presentation to the Board of Commissioners, and then have it released to the public. There will be a county-level public hearing regarding the spending of the ARPA funding, which will likely heavily discuss broadband in the county. Wilson gave an update on legislation and funding for rural broadband at the federal and state level. An RFP is being developed to increase the height of the Maple City tower, but according to Wilson is unlikely to substantially improve broadband coverage in Kasson Township. Wilson and the board discussed fiber in the township. The current rough estimate for a township-wide fiber system is in the area of \$6 million.
- c. Township Hall Renovation** – Julian is still waiting quotes for alternate exit proposals for the hall.
- d. Fire Department Water Points** – Boomer is working to contact well drilling and excavating companies to begin to get specs and prices for this project. She has received one quote from B&Z for a 250 gpm well and pump, for approximately \$55,000, not including the necessary improvements to the electrical service. B&Z stated that it is unlikely the current well and pump would be able to handle filling a large tank, and so an upgraded pump would likely need to be installed on the current well if it was determined to go with a tank system. This would likely be several thousand dollars for an upgraded pump, if initial testing showed that the well was capable of supporting a larger pump. The board discussed other possible contractors to approach for quotes, for either an underground tank system or a high volume well. Boomer stated that there is currently guidance being received from MTA that wells at township halls may qualify for ARPA funding.
- e. Fire Department New Station** – Julian has continued working with Tim Stein, and has also been contacting supervisors from Green Lake and Long Lake Townships, who are both currently building new stations. Julian and Stein are still working on potential members of the sub-committee. The board briefly discussed the expansion of the fire department. Julian stated that there are some concerns being raised regarding how the interlocal agreement is written with regard to building a new station and who would pay for it. Over the next month, Julian and Noonan will meet with Stein, another member of the Cleveland board, and Chief Doornbos, regarding an initial proposal from engineering firms, the committee, and the interlocal agreement. Boomer will work with Chief Doornbos and a member of the Cleveland Board to be determined to examine potential locations for a new station. The board determined to begin working on research prior to a committee being formed, to allow the process to continue moving forward.

REPORTS: Planning Commission (PC) – T. Carter reported that the July meeting was held, where the Lively Project was approved for the expansion of the campground and a retail farm store. That approval was given with many conditions. They are still working on the Master Plan. The August meeting will include public hearings for two gravel pit renewals. It is expected that the Lively Project will be coming back with a “Stage 2” request for additional uses, including events beyond the 3 currently allowed by the existing SUP.

Zoning Administrator (ZA) – Cypher had submitted written reports to the board, and provided a summary of his activities for the month. The board briefly discussed. Cypher has been speaking with the Road Commission about signage and other issues. The Road Commission will be discussing signage clutter at intersections. The township Zoning Ordinance exempts MDOT and Road Commission signs in the road right-of-way, so long as the township is notified of the permitting by the Road Commission. The PC is working to consolidate the gravel pit renewals so that each company is re-approved all at the same time, rather than having different pits owned by the same company on different schedules.

Supervisor – Julian summarized his activities for the month. He has contacted the Road Commission regarding anything that can be done to improve traffic flow and safety at the Maple City Road and M-72 intersection.

Assessor – Nothing to report – assessment business is being conducted as normal. The Board of Review did not hold a July meeting, as there was no business. The board briefly discussed membership for the board of review; Boomer will be researching whether members must be residents or property owners in the township.

Fire Board – The Fire Board will have a public hearing on the 2022/23 budget at the August meeting, which was rescheduled to August 24. Contract negotiations are under way.

Clerk/Elections Report – The August election ran very smoothly. The library will be billed for expenses related to the election, once all of the bills have been received by the township. The township should know by the end of the week whether there will be a November election.

COMMITTEE REPORTS: Hall Use and Buildings and Grounds Reports – There have been two hall uses since the election. There is nothing scheduled. The board had consensus to have Underwood clean the kitchen cabinets and power wash the exterior of the building this fall, as well as doing an additional cleaning.

PUBLIC COMMENT: None

BOARD COMMENT: T. Carter stated that when he drove past the Krull property, there is an extension being put on, and additional farm products being sold. Cypher stated that Krull has been told by the Road Commission that his driveway needs to run off of Nash Road, not off of Burdickville Road. T. Carter will also ~~have a surveyor~~ *be assisting the property owner with* marking the Krull property boundary to ensure setbacks are being respected.

The next regular meeting will be Tuesday, September 14, 2021 at 7 pm.

Motion by Julian to adjourn, second by Noonan / **All in favor, motion carried.** Meeting adjourned at 8:56 PM.

Submitted by:
Dana Boomer, Township Clerk

Kasson Township Federal Procurement Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under [2 C.F.R. § 200.318\(c\)\(1\)](#).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Kasson Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Kasson Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from

contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$100, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination.

Contractors violating this policy will result in termination of the contract and may not be eligible.